

Volunteer Role Profile



Volunteer Role

**Trustee (Communications Lead) - Leeds
North & West Foodbank**

Volunteer Manager

Karen Burgon

Where you will be based

Community

Why we want you

We are looking for a skilled and active trustee who is passionate about making a difference, who can take the lead in championing our vision, values, and local strategy within our wider community. Alongside wider trustee responsibilities for the overall governance of the food bank, you will actively support the board and the food bank team to focus on the strategic activity that will help reduce the need for our services locally.

What you will be doing

- support the Chair of Trustees in engaging staff, volunteers and the public with our vision, values, and strategy
- support with establishing and maintaining positive relationships and communications between our trustees, staff, and volunteer teams as we deliver our local strategy
- build and strengthen our networks and collaborations with other anti-poverty organisations, local decision-makers and politicians
- to share information, resources, and training opportunities available through Trussell with our trustees, staff, and volunteers
- provide guidance and suggested best practice for internal and external communications shared by the foodbank
- proactively engage in wider food bank network trustee clusters and forum meetings to share good practice and learning with other food banks
- To ensure the Trustee Board develops a long-term strategy for the food bank with clear objectives which can be monitored and adapted
- To work alongside the Treasurer and the Trustee Board to ensure the organisation's financial dealings are systematically accounted for and on time, independently examined (on income over £25k) and made publicly available when necessary
- Ensure your charity is accountable, actively complying with statutory accounting and reporting requirements and the law
- To ensure appropriate financial plans are in place for future budget allocations as well as looking after contractual agreements with external partners that award money for core costs and additional projects
- To help promote the organisation to a wider audience of potential funders and beneficiaries
- Act with reasonable care and skill, giving your time, thought and energy to your role

- To serve as an additional promoter of the food bank in the community

The skills you need

- a knowledge of and commitment to the work of the Leeds North & West foodbank
- a knowledge of, and passion, for communications planning and strategy
- experience of work in a communications role, with a knowledge of best practice in communications strategy and best practice
- a willingness to engage with the local community, including our beneficiaries and volunteers confidence to actively participate in discussions concerning the needs of the charity, always acting in its best interests
- experience of working effectively with others
- sound, independent judgement and the ability to think creatively
- Whatever your background, we want to make sure you are supported and empowered and enjoy your time volunteering with us. We know that having volunteers from a diverse range of backgrounds, with varying experiences, can help to make what we do as effective as possible. As such, we welcome all applicants regardless of age, religion or beliefs, disability, ethnic background, gender reassignment, sex, or sexual orientation.

What's in it for you

- Using your existing skills to make a difference
- Meet new people who share your passion to eradicate poverty in the local community
- Make a real difference to the running of the food bank
- By leading on a communications strategy for the food bank, you are part of providing a vital holistic support function in the community, ensuring a dignified experience to anyone visiting or anyone who comes into contact with Leeds North & West foodbank

Disclaimer

You must be 18 or over to apply for this role, and you must not be disqualified from acting as a trustee and declare any conflict of interest whilst carrying out the duties of a trustee.

Applicants must be primarily resident in the UK when applying for this post. This is to enable successful applicants to fulfil the duties of this post and have access to any systems or programs required for the role in line with the charity's data protection policies.

A full Trustee induction is in place to support the prospective candidate within their role, as well as access to local Voluntary Action Trustee training.

Please note that a normal term as a Trustee at Leeds North and West Foodbank is a minimum of two years which can be extended to a maximum of four years.

The role of the Trustee is unpaid; however, all reasonable out-of-pocket expenses will be reimbursed.